

THE NATIONAL ARCHIVES

MENTAL HEALTH TRAINING AND CONSULTANCY

**CLOSING DATE FOR EXPRESSIONS OF INTEREST –
9AM (UK TIME), 14 FEBRUARY 2022**

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of clarification questions in relation to the above call for Expressions of Interest. Those questions, and their associated responses, can be found below.

Q1: *What are the numbers of staff involved in Richmond and separately on other sites?*

A1: We have approx. 550 staff based out of our Kew site. We are unable to estimate numbers of staff who may utilise this contract from the Archive Sector but anticipate usage to be lower than for the National Archives.

Q2: *Is the service anticipated to be remote, face to face or a blend of both?*

A2: The National Archives is currently operating hybrid working, with some staff onsite and others working from home for a proportion of the week where business need allows. Suppliers will need to be able to deliver services using a range of methods. For remote delivery, we use Microsoft Teams.

Q3: *What is the upper limit on the contract size per year?*

A3: The maximum contract spend will be £50k over the lifetime of the contract and there is no specific annual limit, or guarantee of spend. Any and all spend will be based on need and TNA's budget at that given time during the contract.

Q4: *Are you able to indicate the budget allocation across the 4 lots?*

A4: There is no specific budget allocation across the lots. Spend on any of the lots will be determined by need, therefore there is no guaranteed spend, or specific limit on spend, for any particular lot.

Q5: *Do you know what numbers of staff may be included in each lot?*

A5: No, it would be dependent on need at any given time.

Q6: *Will the external organisations be included in the training sessions to National Archives staff, or will separate training sessions be required for external organisations?*

A6: We anticipate that any training sessions provided to The National Archives staff would not include staff from other organisations. If training were offered to other Archival organisations by our Archive Sector Development team, this would be separate. In that case, the groups may be solely from one organisation or a mix of staff from a range of organisations, dependent on the need. There is no guarantee that the contract will be used in this way, but we wish to include it as an option.